

DUTY STATEMENT

Classification: Deputy Division Chief	Position No. 6000-4521-002
CBID: M01	Office: Administration
Date Prepared: November 2, 2012	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Deputy Director of the Fuels and Transportation Division, the Deputy Division Chief is responsible for assisting the Deputy Director in all aspects of the division's programs, policies, and administrative responsibilities. In this capacity, the Deputy Division Chief functions in the place of and as an extension of the Deputy Director. The incumbent will perform the functions of the Deputy Director in their absence. In addition, the Deputy Division Chief has responsibility to manage specific programs and projects and provide oversight and management of the division's administrative and budget functions.

WORKING CONDITIONS

Work is typically performed indoors in an office setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Travel may be required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with other staff and other agencies.

DUTIES AND RESPONSIBILITIES

- 25% Participate with the Deputy Director in decisions on complex policy matters and on the overall activities, organization, and long-term direction of the division. Develop policy statements, program direction, and division goals as needed. (E)
- 20% Provide management direction and leadership for projects requiring a broad policy perspective and high degree of political sensitivity and develop and provide support and leadership for special projects such as policy reports, environmental documents, legislation review, and special studies that involve interoffice and interdivisional coordination. (E)
- 20% Provide oversight for the division's administrative activities including budget and workplan preparation, contract management, and personnel actions. Evaluate staff activities, projects, and performance to ensure compliance with Commission mandates and policies and to ensure continuity with program missions and goals (E)

VACANT
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CEC-004 (Revised 04/07)



- 15% Provide management direction and leadership for sensitive division programs and projects such as special reports and quick responses to the Legislature, Governor, or Commissioners. (E)
- 15% Represent the division at Commission hearings, business meetings, policy and program committee meetings, interdivisional meetings, interagency meetings, project workshops, and other forums. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> VACANT Date </div> <div>Deputy Division Chief Fuels & Transportation</div>	<div style="border-bottom: 1px solid black; height: 40px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> RANDY ROESSER Date </div> <div>Deputy Director Fuels & Transportation</div>